

Medbourne Neighbourhood Plan Advisory Committee

Minutes of the meeting held in the Village Hall

Wednesday 18 November 2015

Present: Councillor Easton, Trevor Pemberton, Councillor Gidley-Wright, Bill Barrie, Sally Dean, Martin Delaney, Meriel Godfrey, Nickie Philbin, Bernadette Lee (Chair) Graham Thomson (Clerk to the P.C.).

- 1. Apologies:** David Nance, Stephen Sanderson, Caroline Jack.
- 2. Welcome:** The Chair welcomed all to the meeting and introductions were made
- 3. Declarations of Interest:** Nickie Philbin informed the committee that she used to work in the same office as Sam Howlett who was due to give a presentation on behalf of RCC. As this was not part of any procurement process it was not considered necessary for NP to leave the meeting during the presentation.
- 4. Minutes of the last meeting:** The minutes of the meeting held on 21st October 2015 were accepted as a true record subject to the change of the incorrect date of the next meeting.

5. Matters Arising:

- 5.1.** Website presence. MD briefed the meeting on discussions with David Tuffs who administers the Village and Parish Council websites. DT wants MNPAC to use the Parish Council website and created a page there titled Neighbourhood Planning. MD could access this page to add content on behalf of MNPAC and this was agreed by the committee. GT outlined the long term goal of creating a single website covering the Parish Council, Village Website and Village Hall. In the interim, MD will ask DT for a permanent link to the page from the Village website home page. BL and MG agreed to draft initial content, which will be shared with members for comment prior to MD posting it. **MD**
MG/BL
- 5.2.** Linking with other NP Groups. BL updated the committee as to progress made.
- 5.3.** Neighbourhood Plan Questionnaire. It was noted that a full report on the analysis will be available for the next meeting **DN**
- 5.4.** Project Plan. BL reported no further update available

6. Public Representations: There were no members of the public

7. External Support

- 7.1.** Sam Howlett made a presentation as to what they could offer as support and shared a hand out. He explained their current involvement with other NPGs and how they work. They would draft up a proposal to meet our requirements. They are a registered Charity and the closest in size NPG they work with is Billesdon.
- 7.2.** Gary Kirk from Your Locale gave a presentation hand out and

confirmed that they were a small private company that specialise in Supporting NPGs. He stressed the importance of professional support to ensure success especially with statutory legislative paperwork. He believed that the best plans are done by NP committees backed by professional support. They currently work with 28 Town and Parish Councils including Great Easton, North Kilworth and the Langtons.

- 7.3.** The committee voted on the principal of hiring in consultancy to help with the progress of the N.P., and the committee resolved to recommend this to the M.P.C.

BL

- 7.4.** Graham Thompson stated that the Committee would have to decide what the external support would achieve and provide a basic specification to the Parish Council giving reasons for the need for funding. It would also be necessary to comply with the agreed procurement process. It would then be for the Parish Council to apply for Grant Funding on behalf of the committee.

- 7.5.** BL will contact both consultants to check on normal funding arrangements and application process. She would also lead on the identification of a third potential provider.

BL

- 8. Parish Council Meeting report:** Cllr Gidley-Wright reported that he had updated the Parish Council on the progress the MNPAC had made on planning its role and direction

9. Existing Evidence

Review of evidence and gaps: BB suggested that as there was no time to discuss this he would circulate his findings and invite comments. He also gave USB sticks to several members of the committee. This will be discussed at the next meeting

BB

- 10. Resources and Funding:** - TP reported that there were a number of funding opportunities but believed that a facilitator was required to process the paperwork necessary for the application process. This to be considered as part of the process of procuring consultancy.

11. Involvement

- 11.1. Children's Competition** – There had only been 3 responses to date and it was therefore agreed that if the competition was re-launched in the New Year parents and local schools need to be engaged to encourage children to participate.

CJ

- 11.2. Landowners** – MG reported in SS absence and produced a plan outlining the landowners designated land around Medbourne. Further work was needed on the stakeholder list to cover the whole of Medbourne. This list could then be classified to ensure correct communication routes. The aim will be to consult with landowners at an early stage to involve them in the process.

SS

- 12.** The meeting closed at 21.45.

Next meeting Wednesday 16th December 2015